MTF PROCESSING & SUBMISSION DATES FOR FY 13

Calendar Month Processing	A - see note below Cal Mo Proc+35 Download TQF (financial) file from DFAS Corp1 Server, Run ODS (218) query, Upload Financial File to EAS IV - No Later Than (see date below)	B - see note below Cal Mo Proc+50 Start Workload/ Man hour Reconciliation No Later Than (see date below)	Workload/ Man hour Reconciliation Completed No Later Than (see date below)	Import Source Files (Financial, DMHRSi, CHCS/WAM, WMSN) - Start Validation Process - No Later Than (see date below)	C - see note below EOM+45 Complete Financial Reconciliation and Transmit EAS IV Data - No Later Than (see date below)	D - see note below XMIT +3 MEPRS Narrative Items of Non-Compliance - No Later Than (see date below)	DQMCP Due No Later Than (see date below)
Oct-12	05 Nov 12	20 Nov 12	29 Nov 12	30 Nov 12	15-Dec-12	19-Dec-12	31 Dec 12
Nov-12	05 Dec 12	20 Dec 12	28 Dec 12	31 Dec 12	14-Jan-13	17-Jan-13	31 Jan 13
Dec-12	07 Jan 13	22 Jan 13	29 Jan 13	31 Jan 13	14-Feb-13	19-Feb-13	28 Feb 13
Jan-13	05 Feb 13	20 Feb 13	01 Mar 13	28 Feb 13	17-Mar-13	20-Mar-13	29 Mar 13
Feb-13	05 Mar 13	20 Mar 13	01 Apr 13	01 Apr 13	14-Apr-13	17-Apr-13	30 Apr 13
Mar-13	05 Apr 13	22 Apr 13	29 Apr 13	30 Apr 13	15-May-13	20-May-13	31 May 13
Apr-13	06 May 13	20 May 13	30 May 13	31 May 13	14-Jun-13	19-Jun-13	28 Jun 13
May-13	05 Jun 13	20 Jun 13	28 Jun 13	01 Jul 13	15-Jul-13	18-Jul-13	31 Jul 13
Jun-13	05 Jul 13	22 Jul 13	30 Jul 13	31 Jul 13	14-Aug-13	19-Aug-13	30 Aug 13
Jul-13	05 Aug 13	20 Aug 13	29 Aug 13	30 Aug 13	14-Sep-13	18-Sep-13	30 Sep 13
Aug-13	05 Sep 13	20 Sep 13	27 Sep 13	30 Sep 13	15-Oct-13	18-Oct-13	31 Oct 13
Sep-13	07 Oct 13	21 Oct 13	30 Oct 13	31 Oct 13	14-Nov-13	19-Nov-13	29 Nov 13

Dates highlighted in Yellow indicate a holiday.

A - 1. **STANFINS Financial file (TQF****) must be downloaded from the DFAS Corp1 server and uploaded into EASi. Instructions are available on the AMPO Webpage.**
    Financial file must be uploaded into EASi via the System Interface, Import Preparation dropdown menu within EASi. DO NOT IMPORT AT THIS STEP!!!
2. **Run the ODS (MEPRS218Report.imr) query after the first STANFINS cycle of the following month.**
    ODS (218) Report to be used in completion of the EAS Financial Reconciliation.
3. **GFEBS Source file is automatically copied into EASi; should be visible in the System Interface - Available to Import screen.**
4. **Run the GFEBS Source of Funds Report.**
5. **Both financial source files (GFEBS and STANFINS) must be available to import prior to attempting to import a financial file.**
6. **When both files are available for import, it is required to import both files.**
7. **Import STANFINS file first followed by the GFEBS file.**

B - Must complete the DMHRSi manhour/ workload Reconciliation between EAS Summary View (DMHRSi man hours) and CHCS Monthly Statistical Report (MSR) prior to closing DMHRSi for the month:
    The following must be completed on the same day:
    Within CHCS - Initialize and approve WAM datasets; run MSR and recalculate the WWR.
    Within DMHRSi - Run DMHRSi EASIV Summary View Report (preliminary report to be used to complete the workload vs man hour reconciliation).
    Using the MSR and the DMHRSi EAS IV Summary View reports, MTFs will reconcile workload and DMHRSi man hours for Skill Type 1 & 2 providers.
    The reconciliation of the MSR and EASIV Summary View reports must be completed prior to importing the DMHRSi EAS Create file into EASi.

Import of WMSN data should be accomplished after importing CHCS/WAM file. This will eliminate many CHCS/WAM errors as the WMSN data
    overwrites ICU hours of service data imported from CHCS/WAM

C - MEPRS Financial Reconciliation must be performed and submitted, to the Army MEPRS Functional Mailbox, before EAS IV data transmission
    and/or re-transmissions of any fiscal month or fiscal year.

D - MEPRS Reporting MTFs are required to submit a monthly narrative to the Army MEPRS Functional Mailbox within 3 business days of EAS IV data
    transmissions and/or re-transmissions regardless of published suspense date. Narratives are to be sent to the Army MEPRS
    Functional Support Mailbox with copies to the AMPO Analyst for the MTF.